

Schedule 36-6

HISTORICAL SOCIETY ARCHEOLOGY DIVISION

July 21, 2005

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

36-6

AGENCY, BOARD OR COMMISSION

HISTORICAL SOCIETY

DIVISION, BUREAU OR OTHER UNIT

ARCHEOLOGY DIVISION

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

Supersedes Edition of June 30, 1992; 36-4-2

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

Tony Adel
Deputy Director

TITLE

DATE

7-19-05

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

Andrea I. Faling

STATE ARCHIVIST

DATE

July 14, 2005

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

Jim D. Hall
STATE RECORDS ADMINISTRATOR

DATE

7/21/05

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 36-6 – HISTORICAL SOCIETY – ARCHEOLOGY DIVISION

36-6 ARCHEOLOGY DEPARTMENT

36-6-1 CULTURAL RESOURCE SURVEY REPORTS

Reports resulting from cultural resource surveys performed by Society staff archeologists or by archeologists from other agencies on projects in Nebraska.

Transfer to the State Archives when no longer of reference value; retain permanently.

36-6-2 MISCELLANEOUS MANUSCRIPTS

Manuscripts dealing with Nebraska archeology but not filed in **SITE RECORDS FILE, #36-6-3.**

Transfer to the State Archives when no longer of reference value; retain permanently.

36-6-3 SITE RECORDS FILE

Includes site survey forms, various excavation forms and records, field notebooks, artifact catalogs, and photographic prints and negatives relating to archeological sites and artifacts with brief descriptions of each.

Retain permanently.

36-6-6 HIGHWAY ARCHEOLOGY PROGRAM

The Highway Archeology Program operates under a cooperative agreement between the Society and the Nebraska Department of Roads. Certain records of this office will be found duplicated in the files at the Department of Roads.

36-6-7 CORRIDOR STUDIES

Studies of major highway construction where several alternative routes are considered.

Dispose of 6 months after project is cleared by staff.

36-6-8 DRAFT ENVIRONMENTAL STATEMENT

Statement of impact of proposed highway project on the environment, issued for review by appropriate state, federal and other public agencies.

Dispose of after 6 months if no Society action is taken OR, dispose of 6 months after the issue has been resolved if Society action is taken.

36-6-9 HIGHWAY SALVAGE DAILY JOURNAL

Daily notes of the Highway Salvage Archeologist.

Retain permanently.

36-6-10 HIGHWAY SALVAGE FIELD REPORT

Weekly reports of field activity by the Highway Salvage Archeologist, including description of work done and discoveries made at work sites.

Transfer to the State Archives when no longer of reference value; retain permanently.

36-6-11 NOTICE OF PUBLIC HEARING

Data on time and place of public hearings concerning highway projects.

Dispose of 6 months after project is cleared by staff.

36-6-12 PARK SERVICE ACKNOWLEDGEMENT LETTERS

Notifies the Department of Roads that they have received project information and indicates whether National Park Service interests are involved.

Dispose of 6 months after project is cleared by staff.

36-6-13 PLANS AND/OR PROFILE SHEETS FOR HIGHWAY PROJECTS

Full size and half size plans which detail proposed highway construction. Used to determine potential historical and archeological sites which may be affected by highway construction. These plans are maintained by the Department of Roads.

Dispose of 6 months after project is cleared by staff.

36-6-14 PROJECT STATUS REPORTS

List of current status of various highway projects provided by Materials and Test Division of the Department of Roads.

Dispose of 6 months after project is cleared by staff.

36-6-15 SECONDARY ROADS PROJECT LISTS

Lists and maps of secondary road projects approved by the Federal Highway Commission.

Dispose of 6 months after project is cleared by staff.

36-6-16 SOILS AND MATERIALS SURVEY

Notice of testing by Soil and Materials Test Division of the Department of Roads. Includes maps of proposed highway projects.

Dispose of 6 months after project is cleared by staff.

DELETED RECORDS

36-6-1 ADDITIONAL SITE INFORMATION SHEETS (OBSOLETE)

36-6-2 COLLECTORS FORMS (OBSOLETE)

NOTE

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet